

Mandatory Reference: **633**
File Name: **633maa_030800 (adscd18)**
Effective Date: **09/21/1998**

INFORMATION

USAID/General Notice
M/AS/TT
08/10/98

SUBJECT: Appropriate Fiscal Year to Charge for Travel of USAID Employees and Transportation of Their Effects

Questions arise, at the end of each fiscal year as to the proper appropriation to be charged for expenses associated with official travel and transportation of effects which are authorized in one fiscal year and continue into the next fiscal year. Outlined below are guidelines for travel and transportation of effects which are authorized in one fiscal year and continue into the next fiscal year.

1. TRAVEL WITHIN THE UNITED STATES. Travel must actually begin prior to midnight September 30 to be charged to FY 98 funds. It is NOT enough that the travel order is issued or a ticket is purchased or issued PRIOR TO MIDNIGHT, SEPTEMBER 30.

2. TRAVEL OUTSIDE THE UNITED STATES:

a. FOR TDY TRAVEL - if a passenger transportation ticket is purchased prior to MIDNIGHT, September 30, 1998, actual travel may be allowed to begin within the first two weeks of the new fiscal year.

b. FOR ASSIGNMENT TRAVEL - in cases where a single travel order authorizes both travel of the employee and transportation of employee's effects, one of the following actions is sufficient to permit the obligation of ALL TRAVEL/TRANSPORTATION FUNDS for the FISCAL year.

(1) The employee begins actual travel prior to midnight, September 30;
or

(2) A transportation expense, which includes any incidental expense, is incurred prior to MIDNIGHT, September 30. Expenses incidental to transportation include charges for packing of personal and household effects at employee's residence, or for drayage of such effects to a warehouse for packing or temporary storage or to a terminal for shipment;
or

(3) If no other expenses are incurred, the purchase of the ticket for the travel of the employee and/or eligible dependents, provided travel begins within the first two weeks of the new fiscal year.

3. SEPARATION/RETIREMENT TRAVEL where a single travel order authorizes both travel of the employee and dependents, and transportation of employee's effects, the act of separation/retirement is sufficient to obligate funds. For separation/retirement TAs, the Agency incurs an obligation to repatriate employees on their last day of service. Therefore the TA is a valid obligation irrespective of whether any actions (such as packing, or travel) have been initiated before the end of the fiscal year. Per 6 FAM 133.2-2.a., travel authorizations issued overseas are valid for 12 months and authorizations issued for domestic travel are valid for 6 months.

The information contained in this notice will also been issued as an USAID-wide telegram.

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Notice 0817